

Executive Chef, Contract (5235U), Berkeley Dining -  
81078  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262501>

Downloaded On: Sep. 15, 2025 9:30pm

Posted Sep. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Executive Chef, Contract (5235U), Berkeley Dining - 81078
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Other Administrative Categories
<b>Academic Field(s)</b>	Dining Services
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**Job Description**

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**Executive Chef, Contract (5235U), Berkeley Dining - 81078**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focusing on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, stadium concession, training table, early childhood education meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

## Position Summary

Involves all aspects of food service operations, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; greeting customers, checking meal cards and executing transactions.

Reports to the Unit Manager or Sr. Executive Chef. Takes direction from the Assistant Director for Culinary. Provides overall unit or functional leadership for dining as Chef Manager in smaller operations or works as team in larger dining facilities. The Executive Chef Manager/Kitchen Manager is responsible for the seven-day operation of the production area of the dining facility. The Executive Chef Manager/Kitchen Manager is responsible for providing leadership, purchasing and inventory control, training and development in food production, presentation and service. Ensures quality

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customer service, food production and presentation for dining facility and or catering. Interacts with staff and guests in a high volume-dining environment and must independently prioritize tasks and duties in order to achieve the departmental goals and profitability. Must possess a culinary background and demonstrate expertise in the areas of food knowledge and production. Must possess skills necessary to conduct ongoing training in food production, safety and sanitation.

Additionally, the Executive Chef must possess a thorough understanding of principles of food production as well as the analytical skills necessary to maintain a computerized menu management system. Participates in programs that may include dining, catering and conferences.

### **Application Review Date**

The First Review Date for this job is: 09/23/2025.

### **Responsibilities**

#### **PRODUCTION MANAGEMENT & OPERATIONAL SUPPORT**

- Oversees activities of culinary staff who operate and maintain kitchens, cafeterias, luncheon counters, and restaurants for in-house serving of customers.
- Audits and ensures compliance of food prep to QA standards and safety/security related to handling and preparation of food.
- Manage catering production in unit for catered events, as needed.
- Ensure sanitation and allergen guidelines during production.
- Adjust production levels to meet service needs.
- Responsible for achieving the desired fiscal goals by use of effective controls to meet budget requirements for the production function of an operating unit.
- Drive and transport and transfer goods as needed.
- Support the maintenance, cleaning, fueling and use of university-owned vehicles per University guidelines and policies
- Drive vehicle to transport, pick-up and/or drop-off items such as marketing materials, tabling and events materials, food goods and supplies, kitchen equipment, uniform, and/or shoes, operational materials, or other operational needs that can be transferred amongst the larger team.
- Depending on schedule, location, and operational needs incumbent may be the Vehicle key, or gas card custodian which may result in direct responsibility in refueling and/or maintaining the vehicle.
- Regardless of Dining location, the incumbent may be responsible for supporting Drivers with the maintenance of university-owned vehicles due to employees' time constraints and/or unit and

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departmental operational needs.

## HUMAN RESOURCE MANAGEMENT

- Oversees assignment of tasks, checks work areas at frequent intervals and maintains schedules. Oversees the direction of employees to complete services using established food safety guidelines, procedures, and quality control.
- Train staff in recipe production.
- Take appropriate personnel actions in accordance with all U.C. and department HR policies and union contracts.

## CUSTOMER SERVICE

- Develops and maintains exceptional customer service standards.
- Ensure quality customer service standards at the beginning, middle and end of meal service.
- Meets with students on any allergen requests.

## PURCHASING MANAGEMENT

- Responsible for inventory management and control to ensure timely procurement of supplies to meet production timelines.
- Responsible for managing food cost and maintaining financial guidelines

Other duties as assigned and professional development.

## Required Qualifications

- Strong knowledge in food service, allergies and sanitation regulations.
- Strong verbal and written communication in the English language, including active listening, dynamic flexibility, and critical thinking and ability to multi-task and effective time management.
- Strong decision-making and reasoning skills and ability to develop original ideas to solve problems, and
- perform operations analysis and quality control analysis.
- Effective interpersonal and work supervision skills to provide guidance to other personnel.
- Intermediate computer applications skills.

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- Culinary expertise.
- Experience developing quality control programs for optimal product quality
- Advanced skills in menu development, food purchasing, costing, production and presentation.
- Advanced level of knowledge and skills utilizing large kitchen equipment
- Experience with computerized menu management systems
- High school diploma and/or equivalent experience/training.
- Culinary Degree and/or equivalent experience/training.
- Lead/supervisory experience, preferably in food service industry.

### Preferred Qualifications

- Experience directing, developing and managing staff.
- Nutritional and Allergen knowledge and experience.
- ServSafe Certification.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$78,000.00 - 84,000.00.

- This is an exempt monthly-paid position.

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### How to Apply

- To apply, please submit your resume and cover letter.

### Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

### Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding

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involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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